



Title	ES-301-6.03 Management of Recyclable and Reusable Materials
Document Owner:	Jerry Williams
Revision Date:	April 10, 2020

Always refer to the on-line DEN EMS document library prior to use to ensure you are using the most current copy. All other versions are UNCONTROLLED.

1) Activity Description:

The activity of properly identifying, collecting, segregating, storing, handling, transporting, reusing, and recovering reusable and recyclable materials. Reusable and recyclable materials include, but are not limited to:

- Aluminum cans
- Aircraft deicing fluid
- Antifreeze
- Batteries
- Cardboard boxes
- Packaging Peanuts
- CD/DVDs
- Computers and other electronic waste
- Construction debris (concrete and asphalt spoils)
- Fluorescent lamps and high-intensity discharge lamps
- Food donation
- Glass bottles
- Magazines
- Newspaper
- Office paper
- Organics
- Plastic bottles and cups (#1 through #7)
- Restaurant cooking oil
- Scrap metal
- Solvents
- Telephone books
- Tires
- Toilet paper rolls
- Toner cartridges
- Used oil – JetA/Diesel/hydraulic fluids and minimal amounts of unleaded gasoline
- Unbroken wood pallets
- Other yard wastes and untreated wood as well as broken pallets

2) Potential Environmental Risks

- A. The following environmental concerns are associated with this activity:
 - i) Improper or inappropriate handling and/or disposal of recyclable or reusable materials.
- B. Potential consequences from performing the activity incorrectly:
 - i) Excessive waste generation
 - ii) Loss of useful materials, or their recycling revenues, that are beneficial to DIA
 - iii) Property damage, personal injury, or damage to the environment
 - iv) Noncompliance, Notices of Violation from regulators, and related [financial & non-financial] penalties

3) Critical Requirements

- A. General Requirements
 - i) Prohibited Activities

Always refer to the on-line DEN EMS document library prior to use to ensure you are using the most current copy. All other versions are UNCONTROLLED.

- o Stockpiling of construction/demolition materials for reuse purposes at any location without approval from the DIA Project Manager is prohibited.

B. General Considerations

- i) Each operator or tenant conducting recycling and reuse activities is responsible for understanding the applicable regulations and managing their activities accordingly; this Environmental Guideline is meant as guidance only and does not supersede any regulations.
- ii) Properly identify and characterize recyclable or reusable wastes using generator process knowledge or analytical information.
- iii) Segregate and track the inventory of recyclable or reusable wastes, and reuse and recycle these materials as appropriate.

C. Training Requirements

- i) Employee training programs shall inform personnel at all levels of responsibility who are involved in industrial activities that may impact Storm-water runoff. Training shall address topics such as spill response, good housekeeping, and material management practices. Contractor or temporary personnel shall be informed of plant operation and design features in order to prevent discharges or spills from occurring.

D. Storage & Materials Management Requirements

- i) Maintain appropriate storage location(s) for recyclable or reusable materials, including considerations for access, segregation, control, and removal of materials for processing.

4) Planning Requirements

- A. Ensure the quality of the recyclable or reusable materials stream by segregating materials and storing them in a location where they will not be mixed with other, unacceptable materials.
- B. If possible, identify recyclable or reusable materials before generation (as in construction/demolition projects) and determine how they will be segregated and where they will be stored. Materials placed in one of the DIA recycle yards MUST be manifested through the construction DIA Project Manager.
- C. Consider preparing a Waste Management Plan – this document is not required but is highly recommended in order to fully understand the generation, control, and storage implications for reusable or recyclable wastes generated as part of the operator’s activities. In Tech Spec 01566 it states that this is initially waived but DIA ES may require the plan after consultation with the PM.

5) Critical Tasks

- A. None

6) Emergency Response

- A. If a spill occurs, refer to Environmental Guideline ES–301-5.02 Spill Response.
 - i) For all spills, call DIA Communications Center immediately at 303-342-4200.

Always refer to the on-line DEN EMS document library prior to use to ensure you are using the most current copy. All other versions are UNCONTROLLED.

- B. Control spills to minimize property damage and eliminate imminent risk to human health and the environment
- C. Spills of any kind shall not be washed into any sewer, waterway, or storm drains, or onto any soils.
- D. Containerize all collected wastes and evaluate for proper labeling, storage, and disposal

7) Inspection & Maintenance Requirements

- A. Maintain good housekeeping practices in waste collection areas.

8) Expected Records and Outputs

- A. Waste Management Plan
 - i) While this plan is not required, it is highly recommended in order to fully understand the generation, control, and storage of recyclable or reusable materials.
- B. DIA Reuse Yard Manifest
 - i) These forms are available from DIA Construction.
 - ii) All materials placed in the DIA Reuse Yard MUST be manifested through DIA Construction.
 - iii) The operator should maintain these documents on file as long as the materials remain in the DIA Reuse Yard.
- C. Recycle or Reuse Documentation
 - i) It is recommended that operators maintain any documents generated in the recycling or reuse of materials (such as invoices or bills of lading).
- D. Evidence of training
 - i) While formal certifications are not necessary, some form of “proof of training” (such as attendee sign-in sheets) is recommended and should be maintained on file by the operator.
- E. Material Safety Data Sheets (MSDSs)
 - i) Manufacturers will supply these documents on demand. MSDSs should be made available to all employees and maintained on file by the operator at the facility.

9) References

- A. Phone Numbers (DIA)
 - i) DIA Communications Center (for Spill Reporting)..... (303) 342-4200
 - ii) DIA Environmental Services (Main Line) (303) 342-2730
 - iii) Jerry Williams (DIA Environmental Services)..... (303) 342-2087
- B. Guidance Materials (list is not limited to the following)
 - i) CDPHE Compliance Bulletins
 - ii) MSDSs
- C. Training Materials (list is not limited to the following)
 - i) DIA waste management training materials
 - ii) Site-specific waste management materials (if any)
- D. Related Environmental Guidelines (list is not limited to the following)
 - i) ES-301-5.02 Spill Response
 - ii) ES-301-6.01 General Waste Management

Always refer to the on-line DEN EMS document library prior to use to ensure you are using the most current copy. All other versions are UNCONTROLLED.

- iii) ES-301-6.04 Management of Hazardous Wastes
 - iv) ES-301-6.05 Management of Universal Wastes
 - v) ES-301-6.06 Management of Special Wastes
- E. Applicable Regulations (list is not limited to the following)
- i) USEPA 40 CFR, Parts 239 through 259
 - ii) CDPHE 6 CCR 1007-2, Part 1
 - iii) DIA Rules and Regulations

Always refer to the on-line DEN EMS document library prior to use to ensure you are using the most current copy. All other versions are UNCONTROLLED.